

Belfair Water District #1
September 12, 2017
Regular Meeting
6 p.m.

Commissioners Present

Mike Pope
Jill Satran-Loudin
Linnie Griffin

Staff Present

Dale Webb
Sherri LaHaie

Guest

Greg Waggett
Bill Welles
Shawna Shearer
Tom Shearer
Kaye Massey
Steve Westover

- 1) Commissioner Pope called the meeting to order at 6:00 pm / Flag Salute
- 2) Public Comments – Mr. Waggett attended the annual HOA meeting at Romance Hill. He mentioned some of the homeowner's concerns, including air bubbles in the faucet. It was mentioned to have an emergency plan of action in case there is a natural disaster and concern for loss of water. Mr. Waggett went to the Fire Department and spoke with Randy Netherland about a Hazardous Education Grant. Mr. Netherland suggested getting the grant and a diesel generator for the main tank. He also mentioned it would require LP, which would fall under the same grant.

Webb told Mr. Waggett that the District is working on a Comp Plan for the bladder repair, and is hoping to be able to locate the reservoir to pump water. Mr. Waggett said he is happy that Webb is working on it. Mr. Westover said that if there is a power loss, it will lose power to the pump. He said he was quoted the cost of \$60,000 to \$70,000, and Webb told him the costs would be similar for diesel. Commissioner Pope stated that we have no funds for that, but Mr. Waggett said grants would be available.

Tom Shearer and his wife, Shawna Shearer talked to the Board about their \$3600 water bill due to a leak in their water sprinkler. Mr. Shearer stated he had no idea that his sprinklers were leaking at night, and had been unaware of it for five weeks. Mr. Shearer requested a discount from the Board. Commissioner Pope reminded Mr. Shearer that he would not be eligible for a leak adjustment since he already had one a year ago. The Bylaws state that customers are eligible for leak adjustments every two years. Mr. Shearer offered to replenish our water from one of his wells if we reduce his bill. Commissioner Griffin declined that offer. Interrogation of the meter was done. Webb offered Mr. Shearer a \$300 leak adjustment and work on a payment plan for the next 3 months. Mrs. Shearer agreed to work with Webb on their bill and leak adjustment.

Mr. Westover asked the Board how much it would cost to run a pump, to which Commissioner Pope responded that it would cost the District big money to repair and widen SR3.

- 3) Accounts Payable were read by Commissioner Pope. A Motion was made by Commissioner Griffin to Accept and Approve Accounts Payable Warrants #7102-#7133. Motion 2nd by Commissioner Satran-Loudin. Commissioner Pope called for the vote.

Motion Carried 3 Ayes and 0 Nays, 0 Absent

- 4) Motion was made by Commissioner Griffin to approve the Meeting Minutes from the August 22, 2017 meeting. The Motion was 2nd by Commissioner Loudin-Satran. Commissioner Pope called for the vote.

Motion Carried 3 Ayes and 0 Nays, 0 Absent

- 5) *Petty Cash is at \$250.00. (Cash = \$250.00 and Receipts = \$0 = \$250.00). The Cash Drawer has \$200.00. Commissioner Griffin verified before today's meeting. Commissioner Satran-Loudin Motioned to approve and accept the Petty Cash & Cash Drawers as shown on the agenda. Motion 2nd by Commissioner Griffin. Commissioner Pope called for the vote.*

Motion Carried 3 Ayes, 0 Nays, 0 Absent

6) **Manager Update:**

Comp Plan/Stantec – Webb is currently gathering data.

Wellhead Protection Plan – Waiting for the Survey portion to collect field data.

Romance Hill Pressure Tank Repair – Steve Saenz will be meeting to go over the replacement of the pressure tank this week.

Budget Process – Ongoing; Meeting with Chad from BIAS this week to go over additional questions on reconciliation, budget and fund transfers and balances.

Job Descriptions/Salary Survey – Closed job posting for Water Field Technician II. Will be interviewing on Friday and working on the current positions.

Old Belfair Hwy leak repair – Caseco repaired the 8" main that had a crack where it had settled. Another leak was discovered on SR300; Webb will have it repaired.

Razor Road Project – Waiting for Stantec to send amended plans. Moving forward with planning.

WASWD Conference/State Audit to begin on the 19th – Commissioners are all registered for the conference and registration are on Commissioner's desks. Melinda Seibert with the State Auditor's office will be coming to start her district audit for 2016 on the 19th. She will let us know this week her priorities and we will have everything ready for her to start.

Personnel Issue – Former employee Linda Rosa e-mailed the District today and is requesting payroll funds owed to her from an error that happened in 2015. She claims the District owes her \$1494.68.

Motion was made by Commissioner Satran-Loudin to pay prior adjustment of payroll funds. Commissioner Griffin 2nd the Motion. Commissioner Pope called for the vote.

Motion Carried 3 Ayes and 0 Nays, 0 Absent

- 7) **SR-3 Project** – Washing State Department of Revenue has been in contact and has advised, after legal opinion from the District counsel, that they will be referring the closing to their auditors for review. Awaiting contact from the auditor's office and then will start the dialogue with our counsel and them. Once the State agencies are signed off on the contract, we'll begin finalizing with USDA.

8) **Commissioner's Comments** – Commissioner Satran-Loudin asked about the torts. Webb said one has already been taken care of. The others are in litigation.

9) **Adjourn:** 7:05pm

September 12, 2017 Meeting Minutes Approved by:

Commissioner Pope *Mich J Pope* Date: October 10, 2017

Commissioner Satran-Loudin *Jim Sat-Loudin* Date: October 10, 2017

Commissioner Griffin *Lanni Griffin* Date: October 10, 2017

BELFAIR WATER
DISTRICT No. 1
ESTABLISHED 1966

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